

From: [Alexander, Jayna](#)
To: [Johnson, Earleen](#); [Roberts, Michael](#)
Cc: [David, Derek](#); [Clanton, Michael](#)
Subject: RE: FOIA Assignment for EPA-2022-002654
Date: Wednesday, March 30, 2022 6:33:30 PM
Attachments: [2654 EPA Leave FOIA from FGI final.pdf](#)
[FW SPAM-Sender Re FOIA Assignment for EPA-2022-002654.msg](#)

Hi Earleen,

Please transfer this request to OHR. I discussed with our counterparts in OHR systems and explained that we received clarification that the requested data is "usage" (see attached email), thus after our discussions we believe that the best way to pull this information is from the IBC OBIEE Datamart. The OHR systems team has the expertise on how to do this. Most likely a cost analysis will need be conducted since this request is not a delivered report. Please let me know if you have any questions. Thanks, Jayna

Jayna Alexander Cimonetti
Acting Planning and Evaluation Associate Division Director
OCFO Payroll Team Lead
Business Objects & Lumira Product Manager
Office of the Chief Financial Officer
Environmental Protection Agency
Mobile 202-494-0632
Alexander.Jayna@epa.gov

From: Johnson, Earleen <Johnson.Earleen@epa.gov>
Sent: Tuesday, March 01, 2022 11:42 AM
To: Roberts, Michael <Roberts.Michael@epa.gov>; Alexander, Jayna <Alexander.Jayna@epa.gov>
Cc: David, Derek <David.Derek@epa.gov>; Clanton, Michael <Clanton.Michael@epa.gov>
Subject: FW: FOIA Assignment for EPA-2022-002654

Hi Michael or Jayna, Please take a look at the FOIA request and let me know if the request is for OTS.

From: Kennedy, Chandra <Kennedy.Chandra@epa.gov>
Sent: Monday, February 28, 2022 1:28 PM
To: Johnson, Earleen <Johnson.Earleen@epa.gov>; Gross, Heidi <Gross.Heidi@epa.gov>; Thomas, Sherrie <Thomas.Sherrie@epa.gov>
Subject: FW: FOIA Assignment for EPA-2022-002654

Hello,

Can OTS respond to this request? If not, what is the appropriate office to answer this request?

Thank you.

From: Perrin, Michael <Perrin.Michael@epa.gov>
Sent: Monday, February 28, 2022 1:14 PM
To: Kennedy, Chandra <Kennedy.Chandra@epa.gov>
Cc: Odom, Jillian <odom.jillian@epa.gov>; Bossard, Justin <bossard.justin@epa.gov>
Subject: FW: FOIA Assignment for EPA-2022-002654

Hey Chandra,

Do you think the below is something OCFO could answer? If so, we can assign this FOIA request to you. I attached the supporting file.

Thank you!

Michael Perrin ([He/Him](#))
FOIA Coordinator, Records Liaison Officer
Office of Resource and Business Operations
OMS | 202-564-8830 | RPCV Rwanda
[FOIA/Web Services/Records Management](#)

From: Odom, Jillian <odom.jillian@epa.gov>
Sent: Monday, February 28, 2022 12:43 PM
To: Perrin, Michael <Perrin.Michael@epa.gov>
Cc: Bossard, Justin <bossard.justin@epa.gov>
Subject: RE: FOIA Assignment for EPA-2022-002654

Good Morning, Michael.

I think this would be a request for OCFO as they keep up with time/reporting codes. Do you have a contact you could reach out to in OCFO to confirm? If not, let me know and I'll see if I can.

Best,

Jillian Odom (she/her), OHR
(202) 564-4861; odom.jillian@epa.gov

From: Perrin, Michael <Perrin.Michael@epa.gov>
Sent: Monday, February 28, 2022 10:25 AM
To: Odom, Jillian <odom.jillian@epa.gov>
Cc: Bossard, Justin <bossard.justin@epa.gov>
Subject: FW: FOIA Assignment for EPA-2022-002654

Good morning Jillian,

Is this request something OHR can answer? Attached is their full submission. Let me know what you think.

Thank you!

Michael Perrin ([He/Him](#))

FOIA Coordinator, Records Liaison Officer
Office of Resource and Business Operations
OMS | 202-564-8830 | RPCV Rwanda
[FOIA/Web Services/Records Management](#)

From: admin@foiaonline.gov <admin@foiaonline.gov>

Sent: Monday, February 28, 2022 9:04 AM

To: OMS_FOIA_Team <OMS_FOIA_Team@epa.gov>

Subject: FOIA Assignment for EPA-2022-002654

Your office has been assigned to the FOIA request - EPA-2022-002654. Once logged into FOIAonline, you can navigate to this case by following this link: [View](#). Additional details for this item are as follows:

- Tracking Number: EPA-2022-002654
- Requester: Mr. Chris Stanley
- Request Track: Simple
- Submitted Date: 02/20/2022
- Due Date: 03/28/2022
- Description:
- Short Description: N/A
- Description: Please see the attached letter for details. FGI requests records from the agency for calendar years 2018, 2019, 2020, and 2021, segregated by month, the total aggregate hours requested by all EPA employees for leave, time off, and absences, including but not limited to such requests in the following categories:
 1. Accrued annual leave;
 2. Restored annual leave;
 3. Advanced annual leave;
 4. Accrued sick leave;
 5. Advanced sick leave;
 6. Compensatory time off;
 7. Excused absence (or administrative leave);
 8. Leave without pay,
 9. Absence without leave;
 10. Court leave;

11. Organ/bone marrow donation leave;
12. Home leave;
13. Leave sharing, including the voluntary leave transfer program and voluntary leave bank program;
14. Funeral leave;
15. Other paid absences;
16. Family and medical leave;
17. COVID-19 emergency paid leave; and
18. Any other leave, time off or absence program.

Please note that in asking for records of the “total aggregate hours requested by all EPA employees,” FGI is seeking the monthly totals of hours requested for the entire agency in each category. FGI is not asking that any specific employee’s request or any other personally identifiable information (PII) be provided.